



2025 - 2026

Family and School Association (FSA)

and

Families in Service (FIS)

Catalog of Positions

FSA MISSION

The purpose of the FSA is to enhance and support the educational experience at Incarnation Catholic School, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Incarnation Catholic School through volunteer and financial support. Guided by our Catholic faith, we strive to educate the whole child in partnership with parents, fostering spiritual, academic, and personal growth in a nurturing and faith-filled environment.

FSA MEMBERSHIP

Membership is open to any parent, guardian, or other person standing in "loco parentis" with a child enrolled and attending Incarnation Catholic School, teachers, administrators, and staff of Incarnation Catholic School and alumni of ICS and/or active parishioners of Incarnation Catholic Church, in good standing and upon approval.

Any member shall have the privilege of making motions and serving on committees.

EXECUTIVE BOARD

The Executive Board shall consist of the following officers: President, Vice President, Principal, and Faculty Representative. The role of President and Vice President are two (2) year term and appointed and approved by the Administration.

OPERATING OFFICERS

Each operating officer shall be elected for a term of one (1) year (elected in the last quarter of the school year) with an option of serving a second one-year term, if duly elected. The Operating Officers consist of the following positions:

Secretary

Parent/Teacher Partnership Coordinator

Treasurer

Room Parent/Volunteer Coordinator

Faith Formation Coordinator

FSA POSITION DESCRIPTIONS

President:

The President shall preside at and administer all meetings of the FSA, prepare the agenda prior to said meetings, oversee the planning of all FSA events, coordinate committees for FSA sponsored fundraisers, and serve as liaison between the FSA and administration. The President is also responsible for assisting with FSA sponsored events as well as communicating with the school community about FSA events via the school newsletter. Call special meetings of the Association's Board; Serve as the official spokesperson for the Association; Review from time to time the bills paid by the treasurer on behalf of the Association, and maintain oversight authority over the financial records of the Association; Serve as an ex-officio member of all committees; Perform such duties as are incumbent of this office.

Vice President:

The Vice President shall assist the President in the overall planning of the FSA meetings and events. In addition, the Vice-President shall work closely with the Room Parent Coordinator, communicating responsibilities to each Room Parent and oversee the selection of Room Parents annually. In the event that the President cannot attend a meeting, the Vice-President will preside. The Vice President shall assume the duties of the president in his/her absence; Perform additional duties designated by the President; Assist in the formation of all Committees and serve as an ex-officio member; Assure that committees meet their goals and report their results and recommendations to the Association.

Secretary:

The Secretary shall record, transcribe, copy and distribute minutes of all meetings of the FSA within 24 hours of a meeting. These minutes will be shared with the principal, the faculty and staff, and the parents of ICS to facilitate communication on all issues and events. Perform other duties assigned by the FSA including assisting with FSA -sponsored events. The Secretary shall record and ensure that the minutes of all Board and general membership meetings are posted on the School's website within one week of each meeting; Conduct the correspondence of the Association including updates to the school newsletter and website (following the School's privacy policy); blog posts as requested; emails and other communications aiding and assisting the Association and event committees in communicating information or events to the School or the community;

Maintain a current file of reports, records, and correspondence of the Association; Coordinate with the Director of Communications and Parish staff to ensure that all Association information or events are accurately and consistently relayed to the School and/or the Community; Record and correct as amended the Bylaws of the Association; Publicize meetings and functions in the school newsletter; Convene an ad hoc communications committee twice per year; Perform additional duties as designated by the President.

Parent/Teacher Partnership Coordinator:

Oversees and assists committees with faculty and staff related events including, but not limited to, Teacher Appreciation Week, Faculty and Staff Monthly Luncheons, and donations for holiday and end of year gifts to faculty and staff. The parent is responsible for coordinating donations and volunteers between grade levels to supply lunch to both lower and middle school teachers. Sign-Up Genius is used for easy communication with volunteers. Volunteers are needed to help with collecting donations at the carpool, setting up in teacher's lounge, and at the end of the day to wrap up or dispose of any leftover items for the day. Works closely with Room Parent Coordinator and Room Parents. The P/T Partnership coordinator also manages procurement of donations dedicated to FSA from local/national businesses. Works closely with the Director of Development to ensure donations are collected. Creates relationships with current and former families that are business owners.

Treasurer:

The Treasurer shall serve as custodian of the FSA's finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial reports, facilitate an annual audit, and hold all financial records. Assists in the preparation of fundraising reports. Maintains records of all receipts and expenditures submitted to the School finance office. Serves as FSA Board liaison interface between the school finance office and FSA funds generated via such platforms as Apple Square and Stripe. Provides periodic written cash accounting of all income and expenditures. Performs additional duties designated by the President.

Volunteer Coordinator:

Encourages families to participate in school related events and take an active role in partnering with the school. Increase parental involvement through a structured and well-communicated system to keep families informed and feel welcomed to participate in all activities. Creates monthly internet-based volunteer sign up board to be distributed through to families via school administration two (2) months in advance. Sends notifications one week in advance to administration of upcoming vacancies. Monitors and verifies volunteers are Safe Environment certified if volunteering in the school. Works closely with Room Parents and hosts or organizes voluntary Room Parent events quarterly. Works with the President and VP to streamline FSA and schoolwide communication to Room Parents. Ensures Room Parents meet and coordinate class parties with their teachers at the beginning of the school year. Oversees Class Baskets and/or Projects for the annual gala. Provides initial training to Room Parents to review requirements and expectations for the school year including but not limited to: ensure classroom volunteers

also have the required Safe Environment certification, monitor families' service hours. Facilitate communications as Administration requires.

Faith Formation Coordinator:

Organizes Faith filled experiences for parents and students. Liaison between Church and school. Gathers parents for Rosary Walk, Adoration, retreats (parents & students), Diocesan events, giving out Rosary's, etc.

Ex-Officio Members of the Board /Chairpersons of the FSA Committee:

The President of the Association shall call for volunteers for the Committees as necessary throughout the school year to ensure that the assigned function of each Committee is accomplished. Throughout the school year, new Committee Chairpersons and members shall be appointed to the Committees by the President; such appointments are subject to the approval of the Board. The term of service for the Committee Chairpersons and its members shall be generally one calendar year.

FAMILIES IN SERVICE (FIS)

The Families-in-Service (FIS) Program was established in a continuing effort to:

1. Offer families opportunities to interact with other children's parents, school staff, and friends.
2. Provide additional services, activities, events and educational enrichment programs to our children and school staff.
3. Ensure all families have the opportunity to participate in school-related events and that there is a shared responsibility to contribute and partner with the school.
4. Support the financial needs of Incarnation Catholic School.

PARTICIPATION

We want to extend a heartfelt invitation for you to become more involved in our school community. Volunteering at your child's school is one of the most impactful ways you can contribute to their educational experience and the overall success of our school. Your involvement, whether through time, talents, or treasures, can make a significant difference.

Why Volunteer?

1. **Nurturing Environment:** Your presence and participation help create a warm and supportive atmosphere where children feel valued and secure. When parents and guardians are engaged, students are more likely to feel a sense of belonging and motivation.
2. **Enrichment Opportunities:** Every family brings unique skills and perspectives. By sharing your talents, whether it's through teaching a special skill, organizing events, or helping in the classroom, you enrich our students' learning experiences. These opportunities foster creativity, critical thinking, and a love for learning.
3. **Excellence in Education:** A collaborative effort between families and school staff leads to a more dynamic and effective educational environment. Your contributions

can support teachers, enhance resources, and improve school programs, all of which drive educational excellence.

Ways to Get Involved

- **Volunteering Time:** This could be helping out at events, assisting in the classroom, chaperoning field trips, or participating in school committees. Every hour you can give is valuable.
- **Sharing Talents:** Are you an artist, musician, scientist, or have another special skill? Sharing your expertise can inspire and educate our students in ways that traditional lessons may not.
- **Contributing Treasures:** Financial contributions, donations of supplies, or sponsorship of school programs also play a crucial role. These contributions can enhance the learning environment and provide opportunities that might otherwise be unavailable.

We understand that every family is different, and everyone has unique circumstances. There are many ways to get involved, and every bit helps. The important thing is that we all share a common goal: providing a nurturing, enriching, and excellent education for our children.

Thank you for your ongoing support and dedication. Together, we can create a vibrant, thriving school community where every child has the opportunity to succeed.

We ask each school year that two-parent household families fulfill a minimum of 25 volunteer hours and a single-parent household fulfills a minimum of 12 volunteer hours.

All school families agree to fulfill these volunteer hours to the best of their abilities and agree to contribute a monetary contribution to the school if they are unable to volunteer. NOTE: Only parents, legal guardians, or other relatives in the immediate family (other than siblings of the student under 19) may provide services creditable toward the FIS fulfillment. There are four general categories of volunteer opportunities:

1. Classroom/School Activities
2. FSA Sponsored Fundraising Programs and Events
3. Fundraising and Community Building Programs and Events
4. Athletics

A description of the service/fund-raising activities is outlined below. Look through all the possibilities, decide the areas where you would like to help, and fill out the online form. A google form or Sign Up Genius will be sent out to sign up for positions. We will make every effort to give you the position you prefer.

1. CLASSROOM / SCHOOL ACTIVITIES

All families are encouraged to contribute to excellence in the classroom and throughout the school by offering vital support in and out of the classroom as a room parent and/or part of the committees in charge of special school events.

ROOM PARENTS (Needed all year)

Room Parent: Room Parents foster a strong sense of community among parents, teachers, and students. As a Room Parent, you will support the teacher, facilitate communication,

and organize activities that enhance the educational and spiritual experience of our students. Must be comfortable using basic computer skills (i.e., edit existing documents, sending emails, accessing files). You may serve as a room parent once per child unless no other parents apply.

LIBRARY (Needed throughout the year)

Library Aide: 6 people to assist primarily in the library during K-8 classes. Primary duties include working the circulation desk, shelving, shelf-checking, helping students locate books, assembling class materials, and assisting with the annual Book Fair.

LUNCH/PLAYGROUND (Needed throughout the year)

Lunch Aide: Help children through the lunch line and throughout lunch as needed. Clean Tables after lunch.

Playground Aide: Be an active presence during lunch recess by helping students on and off of playground equipment, pushing them on the swings, and ensuring students are making safe decisions when playing.

MIDDLE SCHOOL DANCE (4/24/26)

Middle School Dance Coordinator: Middle School parents who will facilitate a MS dance in the Finegan Center including menu (if desired), photos, DJ, etc. Usually held in spring.

Middle School Dance Chaperone: Help set up, break down, and chaperone the 6th, 7th and 8th-grade dances.

FIELD DAY (TBD)

Field Day Coordinator: Help organize one of the school year's most fun events! Coordinate volunteers for the games, snack, and lunch delivery, set up, and clean up. Will work closely with the P.E. Teacher and Principal to meet the needs of the day and ensure smooth operation.

Field Day Assistant Coordinator: Assist the Coordinator on all Field Day related events and additional support as needed.

Field Day Volunteer: Help in various aspects of Field Day to include working the games, delivering snacks and lunch, as well as setting up and cleaning up.

TALENT SHOW (last week of May)

Talent Show Coordinator: Help organize one of the students' favorite events! Will work closely with the appointed staff members and Principal to meet the needs of the day and ensure smooth operation. Will organize the run of the show and serve as (or appoint) emcee.

Talent Show Assistant Coordinator: Assist the Coordinator on all Talent Show related events and additional support as needed.

GRADUATION (5/21/26)

Graduation Coordinator: Eighth grade room parents who will coordinate 8th grade graduation celebration, if desired.

Graduation Committee Chair and Co-Chair: 2 seventh grade parents to organize, coordinate, and manage the Graduation Reception (to be coordinated with middle school faculty). Works closely with the Principal.

Graduation Day Decorations: Working with the school administration coordinating hourly FIS parent volunteers to decorate the school blacktop and orchestrate the Pizza Send-Off and Faculty Happy Hour on Graduation Day.

2. FSA SPONSORED FUNDRAISING PROGRAMS AND EVENTS

FSA Sponsored fundraising programs and events offer school families an opportunity to make important contributions to our children's educational experience through the purchase of equipment, the funding of teacher enrichment programs, and more. All families are encouraged to contribute their time to one of our fundraisers to help make each of them a great success!

FSA SPONSORED BREAKFAST WITH SANTA (12/6/25)

Breakfast with Santa Chairperson: One person to coordinate all aspects of Breakfast with Santa to include access to facilities, safety and security, food/beverages, set-up/clean-up, coordinating with the Knights of Columbus, crafts, photos, and, of course, Santa and Mrs. Claus.

Breakfast with Santa Co-Chairperson: One person to assist the chairperson with all duties and to train for the chairperson position the following year. This will be a 2-year commitment.

Breakfast with Santa Volunteers: Duties assigned by chairperson. Maximum 5 shares are allowable.

FSA SPONSORED MOVIE NIGHT (10/3/25) and (3/7/26)

Movie Night Chairperson: One person to coordinate all aspects of Movie Night on the blacktop to include space permit, access to facilities, safety and security, permission to show a movie, food/beverages, set-up/clean-up, etc.

Movie Night Co-Chairperson: One person to assist the chairperson with all duties and to train for the chairperson position the following year. This will be a 2-year commitment.

Movie Night Volunteer: Duties assigned by chairperson.

GALA (2/28/26)

This is the most important fundraising event of the school year which raises thousands of dollars for the critical needs of the school. Be a part of Incarnation's most popular night!

This annual social event has a different theme each year and promises to be a great evening. Parents get a night out AND help raise much-needed funds for our school!

*Please note that all funds raised go directly to the needs of the school. Funds do not benefit the FSA or their specific needs.

Gala Chairperson: This person will assist the school in planning and coordinating the annual Gala. Duties include (but are not limited to) working closely with subcommittee chairpersons and overseeing the entire event. Activities include:

- Setting Gala date (with FSA/Principal/Pastor approval)

- Recruitment of Sponsors/Patrons
- Publicity
- Acquisitions Process
- Advertising
- Database and catalog development
- Invitation and event arrangements
- Decorations
- Liaison to ICS administrative staff (includes attending FSA meetings).

Gala Co-Chairperson: One person to assist the Chairperson in planning and coordinating the annual Gala and train for chairperson position for the following year. Ideally, this is a 2-year commitment with the co-chairperson assuming the role of the senior chairperson the second year.

Database Coordinators: Two people responsible for technical aspects of all data entry. Must become familiar with the event software and be able to assist other committee members with the software use. Oversee all data entry into the database including mailing list, item descriptions, and values, donors, attendees, sponsors, and patrons. Closeout all receipts and reconcile accounts after the auction takes place. Excellent computer skills are a must!

Technical Coordinator: One person to handle reservations and data entry. Will record money collection and set up a filing system for the event. Responsible for overseeing the check-in and check-out process on the night of the gala. Familiarity with computers and the auction database software is helpful.

Publicity and Marketing Coordinator: One person to create and manage Save-the-Date mailer, Auction Packet (if applicable), Messenger notices, and Faculty invite. Create and manage event signage.

Live Auction Coordinator: One person to secure items for the Live Auction portion of the event and help organize on the day of the event. Write and manage all descriptions of the items. Create a PowerPoint for the Auction night. Create certificates for items and scripts for the auctioneer. Will work closely with the Chairs.

Event Worker: multiple people to assist with set up and social night activities. Includes working the registration table, checkout cashiers, decorations, runners, setup, and clean-up.

FSA Dessert Sales (Fridays in Lent)

Fish Fry Dessert Coordinator: One person to manage and coordinate the Knights of Columbus Fish Fry Dessert Sales. Duties include collecting desserts, set up and break down of the dessert table in the Finegan Center on Fridays during Lent. Monthly reporting on activities and results. Will work in coordination with the Treasurer.

3. FSA SPONSORED COMMUNITY BUILDING PROGRAMS AND EVENTS

Help create bonding moments between generations that will last a lifetime by lending a hand at events throughout the year that build up our families and communities within our school.

FSA Supported Parent Teacher Mixer (8/26/25)

Grandparents and Extended Family Day (9/11/25)

Grandparent and Extended Family Program Chair: This person will coordinate and help lead grandparents and the extended family members on Grandparents' Day (GP Day). Register participants, coordinate check in, oversee Room Parents have the crafts/activities and snacks for each class.

Grandparent and Extended Family Day Committee Members: Parent volunteers are needed to check in, provide snacks/drinks, assist teachers as directed by Room Parents.

FSA Sponsored Donuts with Dudes (9/17/25)

Donuts with Dudes Chairperson: Parent who will facilitate donuts and drinks in the Church Hall. Ensure marketing materials are given to

FSA Sponsored Thanksgiving and Christmas Prayer Cards (11/21/25 & 12/19/25)

Carline Distributor: Distributes Thanksgiving prayer cards and Christmas Ornaments during carline.

FSA Sponsored Saint Nicholas Day bags (12/5/25)

St Nicholas Day Coordinator: Organizes

FSA Sponsored Father/Daughter (2/21/26) Mother/Son Dance (3/28/26)

Father/Daughter and Mother/Son Dance Chairperson: Parents who will facilitate a F/D and M/S dance in the Finegan Center including menu (if desired), photos, DJ, etc. Usually held before Lent, to be alternated every other year.

FSA Sponsored Muffins with Moms (5/6/26)

Muffins with Moms Chairperson: Parent who will facilitate treats and drinks in the Finegan Center.

4. ATHLETICS

We encourage parents to volunteer to coach the various sports offered at Incarnation.

Parents can also volunteer to support the coach by in an administrative capacity by coordinating registration, uniforms, recording games

Co-ed Tennis, Girls and Boys Basketball, Flag Football, Soccer, Girls Volleyball, Cheerleading

Incarnation FSA 2025-2026 Calendar

*Dates and events are subject to change

FSA Meeting Dates (mandatory for Executive Board & Operating Officers):

August

- 8/11 - Meet the Teacher - Arrive for 11 am Mass
- 8/20 - FSA Executive Board and Operating Officer Meeting
- 8/26 - Parent Mixer Setup 1-4
- 8/26 - Parent Mixer in Finegan Center 6-9 pm
- 8/28 - Father Eric's birthday

September

- 9/27 - Fall uniform portraits
- 9/9 - WTGYWBD (celebrating August and September birthdays)
- 9/11 - Grandparents Day - Breakfast after 8 am Mass (9-10:30) - 2 volunteers at check in and capture information (room parents to work with teachers to organize treats and activity)
- 9/17- FSA Meeting
- 9/17 - FSA Sponsored Donuts with Dudes - CH 8:00am - KofC Soccer Challenge to follow
- 9/22 - 9/26 - Spirit Week

October

- 10/14 - WTGYWBD
- 10/15 - FSA Meeting
- 10/10 - Lunch with Loved Ones - half day

November

- 11/14- Turkey Trot
- 11/11 -WTGYWBD
- 11/19 - FSA Meeting
- 11/_ - FSA Staff Lunch
- 11/21 - FSA Carline Prayer Cards (afternoon) (will need 2-4 people to pass out cards)

December

- 12/4-St. Nicholas Day Prep (need people to help stuff goody bags)
- 12/5- FSA Sponsored St. Nicholas Day (need 4-6 people to stuff shoes)
- 12/6 -FSA Sponsored Breakfast with Santa
- 12/9 - WTGYWBD
- 12/11- Christmas Concert (FSA to hand out candy canes) 6pm
- 12/17 - FSA Meeting
- 12/_ - FSA staff lunch
- 12/18 - Elf Relay (parent volunteers needed grades 3-5)
- 12/19 - FSA Carline Ornaments (afternoon 1/2 day)

January

1/23 VPK Breakfast
1/13 -WTGYWBD
1/21 - FSA Meeting
1/21-Angel Breakfast Set-up FC setup 1-3
1/22 - Angel's Breakfast FC 7-1
1/25-1/31 Catholic Schools Week
1/26-CSW: Celebrating Community
1/27 - CSW: Celebrating Students
1/28- CSW: Celebrating Nation
1/28- FSA Staff Lunch
1/29 - CSW: Celebrating Vocations
1/30 - CSW: Celebrating Families - Lunch with Loved Ones 11am-1

February

2/21 - FSA Father/Daughter Dance FC 6-9pm
2/10 - WTGYWBD
2/13 - Candy Grams (8th grade to organize)
2/18 - FSA Meeting
2/27 Literacy Day (FSA to coordinate event per class)
2/20 - KofC Dessert Sales
2/27 - KofC Dessert Sales

March

3/6 - KofC Dessert Sales
3/11-WTGYWBD
3/13 - KofC Dessert Sales
3/20 *Spring Break - No dessert sales
3/11 - FSA Meeting
3/28 - Mother/Son Event
3/27 - KofC Dessert Sales

April

4/3 - KofC Dessert Sales
4/_ -FSA Staff Appreciation Restock (TBD)
4/14 -WTGYWBD (Celebrating April and June birthdays)
4/15 - FSA Meeting
4/1 -Seder Meal Setup-FC All day
4/1 - Seder Meal/ Egg Hunt- FC 7-2
4/24 - Middle School Dance-FC 7-9pm
4/29 -Set up VPK Graduation after school
4/30-VPK Graduation 7-11

May

Field Day TBD

Talent Show TBD

5/5. Muffins with Mom FC setup 1-3

5/6 - Muffins with Mom FC 7-9am

5/7 Teacher Appreciation Luncheon FCC Setup 1-3

5/8 - Teacher Appreciation Luncheon FCC 12-3

5/12-WTGYWBD (celebrating May and July birthdays)

5/_ - Sports Awards Ceremony - after Mass

5/20 - FSA Meeting

5/21 -8th Grade Graduation Mass

SAFE ENVIRONMENT COMPLIANCE FOR ALL FIS POSITIONS WHICH ENGAGE CHILDREN

The Diocese of Venice requires that all volunteers who are involved in activities with children must complete the “Safe Environment” program which includes a background check, additional paperwork, AND training session. While there are a few positions where the completion of this program is not required, the vast majority of FIS positions do require this program. Therefore, it is highly recommended that all volunteers become fully compliant with this program. Information packets including directions and the required paperwork are available in the school’s main office. A letter from the principal is issued to each participant after the Diocese communicates a temporary waiver or full compliance status to the school.